



# Maryland Department of Budget & Management

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## *Office of Personnel Services and Benefits*

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Secretary

*CECILIA JANUSZKIEWICZ*  
Deputy Secretary

### **MEMORANDUM**

May 19, 2004

**TO:** Cabinet Secretaries and Heads of Independent State Agencies

**FROM:** Andrea M. Fulton, Executive Director

**SUBJECT:** **Release Time – American Federation of State, County and  
Municipal Employees (AFSCME) Council 92  
36<sup>th</sup> Biennial International Convention**

State employees who are members of AFSCME Council 92 and have been elected either a delegate, or an alternate, will be directly requesting from you release time to attend AFSCME Council 92's- 36<sup>th</sup> Biennial International Convention. This Convention is being held from June 19 through June 26, 2004, in Anaheim, California.

The actual use of release time is within the discretion of the employing agency. Such time must be approved by the appropriate department head who will decide whether the requesting employee can be spared without impairing departmental services.

At the conclusion of this event, AFSCME is required to forward the names of those members who did attend this event to the Department of Budget and Management so that this time can be deducted from their organization's total allotment for fiscal year 2004.

AMF:pls

cc: Personnel Directors  
Sally Davies, President, AFSCME Council 92  
Zach Ramsey, Executive Director, AFSCME Council 92